

# Submitting a Payment Request Form

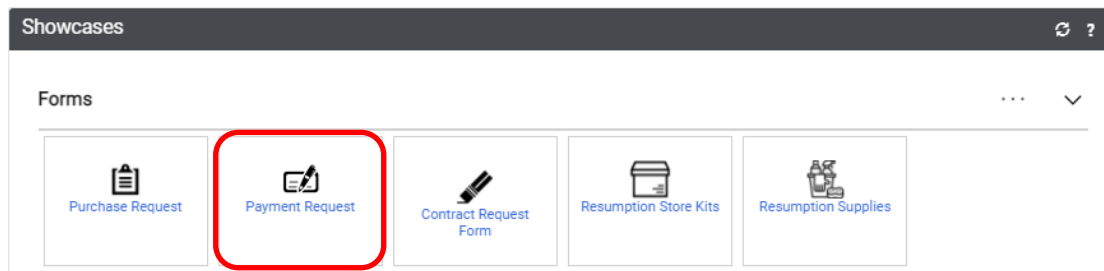
## What is a Payment Request form?

A payment request form is used to process payment for situations where the supplier will not send a traditional invoice. These include, but are not limited to, Honorariums, stipends, guest speakers, etc.

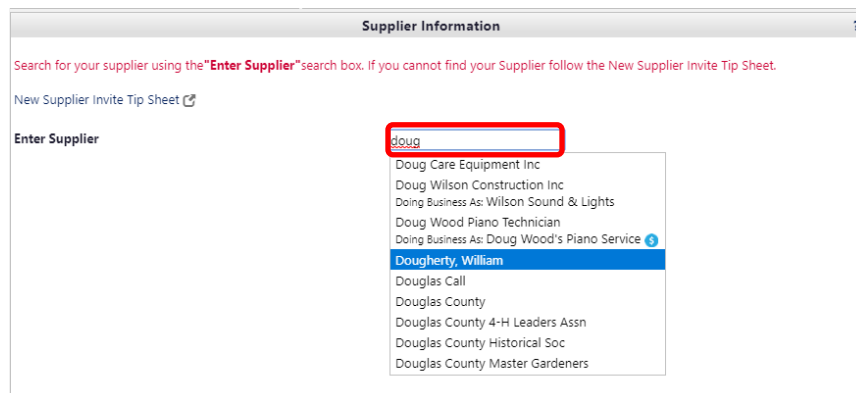
Prior to beginning a Payment Request, ensure your active cart is empty. Purchase Requests follow a different workflow path and cannot be mixed with other types of orders (e.g. Purchase Requests, Punchout items, Hosted Catalog items).

## Creating a Payment Request

1. Under the Forms section in the Shopping Showcase, select the **Payment Request** icon.



2. The Payment Request form will open. In the **Supplier Information** section, begin typing the name of the supplier in the **Enter Supplier** box. As you begin typing, a list of active suppliers will appear underneath the search bar. Select the supplier to add them to the form.



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3. After the supplier has been selected navigate to the **Description of Purchase** section. This is where you will enter the line items for the payment request.

Description	Price	Quantity	Ext. Price
Guest Speaker for Event on 12/15/19	1	1000	0.00
			0.00
			0.00
			0.00
			0.00
<b>Total</b>			<b>0.00</b>

recalculate list total

4. Once the line items have been entered, you can then move on to the **Details/Business Purpose** section. The following sections are required:
  - ❖ **Supplier Inv #** - This is the invoice number that will be used. Please note this field is limited to 15 characters.
  - ❖ **Invoice Date** - Typically the date the service will be performed.
  - ❖ **Business Purpose** - The who/what/when/where/why of the service being performed.
  - ❖ **Optional Fields**
    - **Due Date** – This is the date the request will pay. If payment is needed by a certain date, that can be entered in this box.
    - **Attachments** – If you need to attach any documents for backup, this can be done by selecting the **Add Attachments** button.

**Supplier Inv #** Speaker12/15

**Invoice Date** 12/15/2019  
mm/dd/yyyy

**Due Date** 1/10/2020  
mm/dd/yyyy

**Business Purpose (be specific - who, what, when, where, why)**  
Dr. Doug provided guest speaking services for our outreach event on 12/15. Agreed to pay \$1,000 for services rendered.  
182 characters remaining expand | clear

**Attachments**

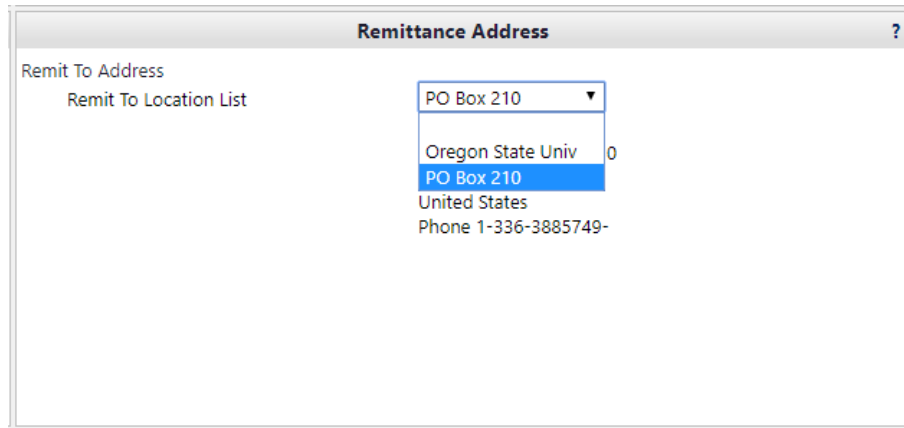
Internal Attachments

Add Attachments

	Size	Date	
Quotation.pdf	151.0 KB	1/7/2020	Remove

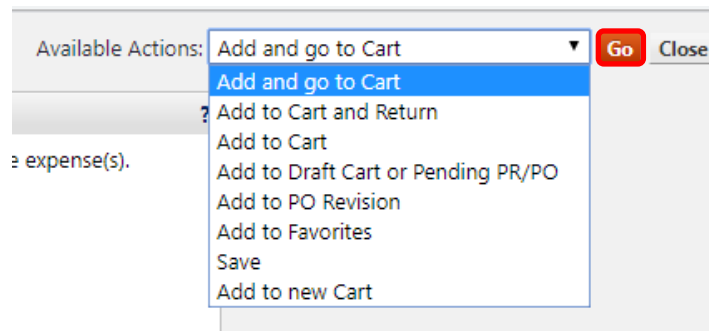
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- After you have completed the **Details/Business Purpose** section, navigate to the **Remittance Address** section to ensure the information is correct. Please note that if the supplier does not have direct deposit, the **Remittance Address** selected is where the check will be sent.
  - If the supplier has multiple Remittance Addresses, you can select the correct one by clicking the drop down menu and then choosing the correct address.



The screenshot shows a window titled "Remittance Address" with a "Remit To Address" section. Below this is a "Remit To Location List" containing a dropdown menu. The dropdown menu is open, showing several options: "PO Box 210" (selected), "Oregon State Univ", "United States", and "Phone 1-336-3885749-".

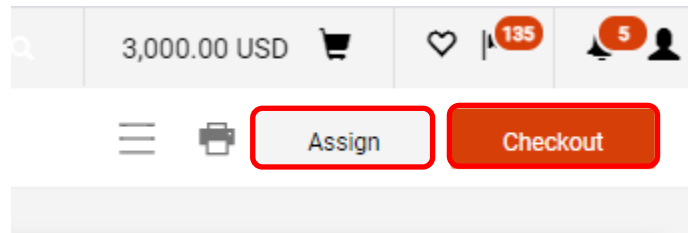
- After the form has been filled out, navigate back to the top of the form, select **Add and go to cart** from the **Available Actions** menu. Click **Go**.



The screenshot shows the "Available Actions" menu. The menu is open, displaying several options: "Add and go to Cart" (selected), "Add and go to Cart", "Add to Cart and Return", "Add to Cart", "Add to Draft Cart or Pending PR/PO", "Add to PO Revision", "Add to Favorites", "Save", and "Add to new Cart". A red "Go" button and a "Close" button are visible to the right of the menu.

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7. After selecting **Go** you will be directed to the **Shopping Cart** page. Review your line item(s) to make sure they are correct. From there, in the upper right hand corner, select the **Assign** button to assign your cart to a Requestor, or **Checkout** to complete the checkout process.



- ❖ For a step-by-step walkthrough of the checkout process, please see the Checkout Process tip sheet.